



Special Attention of:

Transmittal for Handbook No: 2225.6 REV-1
CHG - 67

Headquarters Records Management Liaison Officers
Field Office Records Management Liaison Officers

Issued: September 22, 2006

1. This transmits Change 67 of Handbook 2225.6, REV-1, HUD Records Disposition Schedules, Schedule 10, Tenant Rental Assistance Certification System (TRACS).
2. Summary:

Item 14 Tenant Rental Assistance Certification System (TRACS) is being added to Schedule 10, Record Relating to Multifamily Insured Programs. These descriptions of records and disposition instructions is being added to provide descriptions and dispositions for the records of the "TRACS" Electronic System. These descriptions of records and disposition instructions were approved by the National Archives and Records Administration on July 22, 2006, NARA Job Number N1-207-06-2.
3. Filing Instructions:

Insert:

Appendix 10, CHG-67
Item 14, Tenant Rental
Assistance Certification
System, (TRACS)
pages 8-13 dated 9/06

**RECORDS DISPOSITION SCHEDULE 10
OFFICE OF MULTIFAMILY HOUSING (MFH)
TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM
(TRACS)**

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
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System Name: Tenant Rental Assistance Certification System (TRACS)

System Code: F87

Privacy Act: TRACS is a Privacy Act System of Records.

Restrictions: TRACS is subject to FOIA b (6) and 5 USC 552 a.

System Description: TRACS is a HUD mission critical financial and program information system that interfaces with a number of other HUD systems. TRACS collects certified tenant data and subsidy payment vouchers from owners and management agents of multifamily housing projects and from HUD subsidy contract administrators. The goal of TRACS is to maintain tenant data for all rental assistance programs and to facilitate automated payments for subsidy programs when an electronic voucher request is submitted to TRACS. The voucher transactions are based on the contract and tenant data resident in the system. TRACS stores the payment history of all project-based subsidy contracts for which HUD makes monthly assistance payments.

The rental assistance programs covered by TRACS include: Section 236 Interest Reduction and Rental Assistance Payments; Section 8 New Construction/Substantial Rehabilitation Housing Assistance Payments; Section 8 Loan Management/Property Disposition Set-Aside Housing Assistance Payments; Section 221 (d) (3) Below Market Interest Rate mortgage insurance; Rent Supplement Payments; certain Section 202 programs; and Section 202/811 Project Rental Assistance Payments.

Media Neutrality: The TRACS schedule is media-neutral and applies to all records it describes regardless of whether they are created and/or maintained on paper or in an electronic format, unless otherwise specified in the schedule.

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(TRACS)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
14. A.	<p>SOURCE DATA. TRACS source data are collected and sent electronically to TRACS through the Monthly Activity Transmission (MAT) system.</p> <p>TRACS includes data from a variety of sources, such as:</p> <ul style="list-style-type: none">1) HUD 50059 Tenant Data;2) Form HUD-52670 Data (<i>Housing Owner's Certification & Application for Housing Assistance Payments</i>);3) Form HUD-52670-A Part 1 Data (<i>Schedule of Tenant Payments Due</i>);4) Form HUD-52670-A Part 2 (<i>Schedule of Section 8 Special Claims</i>);5) Form HUD-52671-A through D (<i>Special Claims Worksheets</i>); and6) Assistance payments contracts, assistance payments renewal contracts, and contract rent increases, including contract Exhibit A (Identification of Units and Contract Rents).	<p>TEMPORARY. Destroy source data after it has been edited for accuracy and compliance with eligibility rules and rent calculation rules, verified, input, and stored in TRACS. (NARA Job No. N1-207-06-2, item 14.A)</p>
B.	<p>STORED DATA IN TRACS</p> <p>RELATIONAL</p> <p>DATABASES</p> <p>(a) Tenant Database (HUD</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
14.	50059 data). Data includes household, income, and asset information.	TEMPORARY. Archive data to tape three (3) years after <i>certification effective date</i> . (NARA Job No. N1-207-06-2, item 14.B (a))
	(1) Tenant Archives Database. Sub-set of data derived from Tenant Database.	TEMPORARY. Delete data twenty-five (25) years after tenant <i>move out date</i> or twenty-five (25) years after <i>termination date</i> . (NARA Job No. N1-207-06-2, item 14.B(a)(1))
	(2) Extract of TRACS Tenant Data (HUD 50059 data). The Office of Policy Development and Research (PDR) receive quarterly extract files of TRACS tenant data for HUD research activities. These quarterly research files are maintained by PDR. The Extract file contains the following types of household, income, and asset data: Move In and Move Out Date; Contract Rent Amount; Utility Allowance Amount; Gross Rent; HUD Region Code; HUD Field Office Code; Subsidy Type; Race; Ethnicity; Total Tenant Payment; Tenant Rent; Market Rent; Income and Asset data; Age;	PERMANENT. Transfer current year electronic data to the National Archives annually at end of calendar year. The initial transfer must include historic (1995-2006) and current electronic data. (NARA Job No. N1-207-06-2, item 14.B (a)(2))

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
14.	Birth Date; Sex; Name; Social Security Number; and various Household information. These data are subject to restrictions under FOIA b (6) and 5 USC 552a	
	(b) Contracts Database. Data includes subsidy contract information, including the property name, address, and location, contract number, type of subsidy, property category, and property occupancy information.	TEMPORARY. Delete data twenty- five years after <i>contract expiration</i> <i>date</i> . (NARA Job No. N1-207-06-2, item 14.B (a)(2)(b))
	(c) Vouchers Database. Data includes subsidy-billing information, including project number, program area, payment request, voucher period, amount requested by voucher, and payment approval indicator.	TEMPORARY. Archive data to tape five (5) years after the last <i>voucher date</i> or any voucher from a contract that has been terminated five (5) years or longer. Delete data from tape twenty-five (25) years after the last <i>voucher date</i> or any voucher from a contract that has been terminated twenty-five (25) years or longer. (NARA Job No. N1-207-06-2, item 14.B(2) (c)
C.	OUTPUTS.	
	(a) Application Reports. Includes all management reports derived from voucher and tenant data.	TEMPORARY. Destroy or delete when no longer necessary for agency business. (NARA Job No. N1-207- 06-2, item 14.C (a))

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	(b) Tenant Internet/Intranet Query Reports. Ad hoc reports include current tenant data.	TEMPORARY. Destroy or delete when no longer necessary for agency business. (NARA Job No. N1-207-06-2, item 14.C(b))
	(c) Voucher Internet/Intranet Query Reports. Ad hoc reports include most recent 12-months of voucher activity.	TEMPORARY. Destroy or delete when no longer necessary for agency business. (NARA Job No. N1-207-06-2, item 14.C (c))
D.	TECHNICAL DOCUMENTATION.	
	(a) Tenant Database Dictionary and Related Documentation for Extract of TRACS Tenant Data. Includes record layout, data format, data element name, descriptive name, data definitions, and code tables.	PERMANENT. Transfer most recent version to the National Archives at the time when the TRACS Extract file is transferred. (NARA Job No. N1-207-06-2, item 14.D(a))
	(b) Tenant Archives Database. Includes record layout, data format, data element name, descriptive name, data definitions, and code tables.	TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (NARA Job No. N1-207-06-2, item 14.D(b))
	(c) Voucher Database Dictionary. Includes record layout, data format, data element name, descriptive name, data definitions, and code tables.	TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (NARA Job No. N1-207-06-2, item 14.D(c))

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
	(d) Contracts Database Documentation. Includes record layout, data format, data element name, descriptive name, data definitions, and code tables.	TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (NARA Job No. N1-207-06-2, item 14.D(d))
	(e) TRACS User Guides and Manuals. Includes but not limited to TRACS Application Batch Operations Manual, Monthly Activity Transmission (MAT) User Guide, Automatic Renewal and Amendment Management System (ARAMS) User Guide, TRACS Mail User Guide, and Internet/Intranet User Guides.	TEMPORARY. Destroy or delete when superseded or obsolete. (NARA Job No. N1-207-06-2, item 14.D(e))